



OPEN EXAM BULLETIN FOOD AND DRUG INVESTIGATOR

CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO SHOULD APPLY Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis. Applications may be filed on a continuous basis. Candidates may file only once in a 12-month testing period.

HOW TO APPLY To learn more about the job and testing arrangements, contact the program office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 445-2263
FOOD AND DRUG BRANCH TDD (916) 657-3042
601 N. 7TH STREET, MS – 357
P O BOX 942732
SACRAMENTO, CA 94234-7320

Attention: Pat Echard

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING INFORMATION If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES Range A \$3307 - \$3797 per month
Range B \$3775 - \$4546 per month

IDENTIFICATION REQUIREMENT Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION This is an entry, training, and full journey level of the series. Under close supervision, incumbent receives classroom instruction as well as on-the-job training in all program components, inspection methods and procedures, enforcement policy, applicable laws and regulations, technological manufacturing processes, proper uses of embargo power, operation of field testing equipment, and methods of documentation of facts and collection of evidence.
Once trained, incumbent performs technical investigations and inspections of average difficulty and complexity, and is responsible for independently completing assignments, which encompass the full scope of the commodity within the area of assignment involving a substantial range of technical investigative and inspection problems. Incumbent is expected to qualify in the use of a firearm, and maintain qualification quarterly, and may be required to carry a firearm while on duty. Incumbent may prepare materials for criminal and civil complaints; make arrests and testify in court. Incumbent may provide, under supervision, limited training to new employees in the program.

Positions exist statewide with Department of Health Services.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.**

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, (if applicable). College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS **Education:** Equivalent to graduation from college with at least 30 semester hours of college courses in one or a combination of bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science. (Up to 15 semester hours in criminal justice may be credited towards 15 of the 30 total required above.) (Senior students registered in a recognized college will be admitted to the examination, but they must produce evidence of graduation or

its equivalent before they can be considered eligible for appointment.)

**SPECIAL PERSONAL
QUALIFICATIONS**

Minimum Age Requirement – 18 years of age; therefore, candidates must enter their birth date in the appropriate section of their application.

Possession of a valid California Drivers license; aptitude for investigative and law enforcement work; ability to hear within the speech range with or without an aid; tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities, and willingness to travel. Applicants who have undergone eye surgery will be required to submit test data, at their own expense, demonstrating visual stability, information about specific requirements is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 9422-2010. Attn: Medical Office or (916) 445-7007, CALNET 8-485-7007. Normal color vision is assessed by Farnsworth- Munsell D-15 test. Wearing an X-Chron lens during vision testing is prohibited.

**CITIZENSHIP
REQUIREMENTS**

Existing law requires that a peace officer be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship, except for members of the California Highway Patrol who must be a U.S. citizens. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**FELONY
DISQUALIFICATION**

You are disqualified from being employed as a peace officer under Government Code 1029 if: (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a Superior Court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution.

Use of "hard" drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes disqualification from peace officer examination.

APPLICATION FOR EXAMINATION INFORMATION

In completing the Application for Examination, you must answer "NO" to the question, "Have you ever been convicted by any court of a felony?" If:

- 1) The record of such an incident has been sealed in accordance with Penal Code, Section 851.7, 851.8, 1000.5, 1203.45; or
- 2) The record of such an incident has been expunged or is expunged pursuant to Health and Safety Code, Section 11361.5, which pertains to various marijuana offenses; or
- 3) The conviction was under Health and Safety Code, Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institution Code, Section 1179 or 1772) or a pardon (per Section 4852.16 of the Penal Code).

**BACKGROUND
INVESTIGATION
INFORMATION**

If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on arrests regardless of conviction, felony and nonfelony convictions, and driving violations. The Department of Health Services uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the standard application form 100-678 which is filled out prior to the examination. You will be required to divulge arrest and/conviction information on the background investigation document that is not required of you when completing the standard Application for Examination.

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**EXAMINATION
INFORMATION**

This examination will consist of a Supplemental Application test weighted 40% and a Qualification Appraisal Panel weighted 60%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination and the required overall rating is 70%.

The Supplemental Application is designed to elicit specific information regarding each candidate's education and experience relevant to the testing classification. Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications." Experience in

management, research, planning, or consultation in the food, drug or medical device industry or a closely related field will be given preference.

Return of the Supplemental Application is mandatory.

MEDICAL EXAMINATION

The medical examination may include a back x-ray, visual acuity, and color vision tests.

PHYSICAL AGILITY TEST

After one year in California State Service, you may qualify for a \$65.00 per month physical agility pay. The physical performance test will be a test of strength, agility, balance, and endurance. Specific descriptions of each physical performance test will be provided to successful candidates prior to the Physical Agility Test.

VETERANS' PREFERENCE

Veterans' preference credits will be granted on the open employment list established from this examination.

SCOPE

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Basic scientific principles and methods
2. General trends in current public health and safety problems related to the food and drug field.

ABILITY TO:

1. Make routine inspections and investigations
 2. Interpret and apply State laws, rules, and regulations
 3. Analyze data and field situations
 4. Present ideas and information both orally and in writing
 5. Develop and maintain effective working relationship with the public and those contacted during the course of business
 6. Work independently
 7. Draw valid conclusions
 8. Make quick and accurate decisions
 9. Take effective action and prepare clear and comprehensive reports
 10. Physically perform duties of the class
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GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date scheduled due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

The Department of Health Service reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this announcement, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

Veterans' Preference: California law allows granting of veterans' preference points in open entrance examinations and open nonpromotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans, and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379